



CITY OF HOUSTON

Job Posting

SW

Applications accepted from:

All Interested Personnel

Job Classification

Microcomputer Analyst

Posting Number

PN# 101428

Department

Houston Emergency Center

Division

Information Technology Services

Section

5320 N. Shepherd*

Reporting Location

M - F, 7 a.m. - 4 p.m.*

*Subject to change

Workdays & Hours

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Designs and implements personal computer and LAN server databases. Develops and implements personal computer applications using a variety of software tools. Installs and troubleshoots hardware and software problems; performs in-shop and field functions to repair, remove and/or relocate systems, components and equipment. Repairs communications equipment and supports radio communications system (Orbacom). Designs and installs Local Area Networks (LANs). May oversee inventory and purchasing. Supports and maintains the computers at the Fire Department stations and the Houston Emergency Center. Handles special projects as assigned.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. The position is in an office environment with occasional exposure to office chemicals and extensive use of computer video display terminal.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Computer Science, Mathematics, Management and Information Systems, Business or a closely related field. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience in systems and network support, analysis, design, and/or a closely related field are required.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Preferences will be given to candidates with experience in Public Safety Systems, radio console support (Orbacom), and remote client support.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, the position is subject to random drug testing and if a promotional position, candidate must pass an Assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20
\$1308.00 - \$2,297.00 Biweekly \$29,068.00 - \$39,741.00 Annually

OPENING DATE November 10, 2004

CLOSING DATE Open until Filled

APPLICATION PROCEDURES

Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

Telecommunication Device for the Deaf (TDD) Number is (713) 837-9496

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